

Todo list

Current templates:

Paid workshop:

- ☐ EO: Workshop, School (Date, Contact)
- ☐ Planner (from email/MS Forms)
- ☐ Make initial Priava Hold and MSC Hold
- ☐ Note: Take Flight - check with VM/MC before
- ☐ If struggling to match up times/dates, email
- ☐ Update holds in MSC & Priava as relevant.
- ☐ Add to LER. & mailing list if "yes" <https://me>
- ☐ Respond with confirmation of program, date
- ☐ If Future Foods, ask for med info for staff&stu
- ☐ KE to roster
- ☐ Check in with teacher 2 weeks out (resend ris

Client comment:

- no need mailing list

Guided tour:

- ☐ EO - 'Not Natural' Interactive Tour - <School> (Date, Teacher)
- ☐ Planner
- ☐ Priava - Mini bleachers (25pax or less)/PACC/
- ☐ LER
- ☐ Make a new MSC
- ☐ email: confirm program date, time costs etc i
- ☐ If they asked a qs in the form, reply with the c
- ☐ KE to Roster LEFs
- ☐ Check in with teacher 2 weeks out (resend ris
- ☐ Process invoice ~2 weeks before they arrive.
- ☐ Confirm student numbers on the day (ask fac

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Client comment:

- Remove planner, email, if they

Free unguided tour:

- ☐ EO : Not Natural FREE Exhibition Visit
- School (date , teacher)
- ☐ Planner
- ☐ Add to Priava: Mini-bleachers/PACCAR (with
- ☐ LER
- ☐ MSC
- ☐ If emailed, send: Teachers resource + risk ass
- ☐ Add to mailing list if they said yes <https://me>
- ☐ Check in with teacher 2 weeks out (resend ris
- ☐ Confirm student # on the day (ask facilitators
- ☐ Complete!

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Client comment:

- remove planner, if emailed, add to mailing list, complete

Buxton Contemporary tour:

- ☐ Buxton - VCE Artists Exhibition Tour -
School (Date, Teacher)
- ☐ Brief check of availability of gallery space in E
- ☐ Place HOLDS (speak to EB if needed)
- ☐ Add to Priava.
- ☐ Add to the LER.
- ☐ Add to MSC. Plus invite Buxton & EB
- ☐ Attach : Child Safety Doc , Educational Resou
- ☐ Email teacher
- ☐ Teacher has confirmed? Y/N
- ☐ REMOVE HOLD
- ☐ EB: Roster LEFS (cross check if there's already

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Client comment:

- remove brief, place holds, remove hold

Indigenous STEM program:

- ☐ ISSP Booking Template
- ☐ Place initial hold in Priava
- ☐ Do Planner copy
- ☐ If not already done, update Priava with detail
- ☐ LER
- ☐ Add to LTSB calendar
- ☐ Sends initial confirmation email to teacher
- ☐ MC makes & sends pack
- ☐ Feb: send confirmation with pack
- ☐ Book buses
- ☐ Rosters LEFs

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Client comment:

- remove planner, remove “Feb” in the sentence

Partner school booking:

☐ SCoE: Program, School, (Date, Teacher/ Organiser)

☐ Planner

☐ Priava

☐ MSC + invites SCoE team of Matt Dau, Jesse

☐ LER - update status to upcoming & Priava tic

☐ Book interpreter if needed (VCD)

☐ Book bus if needed

☐ Paid for interpreter/bus

☐ Risk assessment if requested by SCoE

☐ Confirm with teacher if requested by SCoE

☐ Request - Medical information and allergies i

0 / 11

Client comment:

- remove planner, just MSC (remove + invites...)